



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Building Inspector I
Class Code Number	3020

General Statement of Duties

Performs technical building inspections and examines preliminary plans pertaining to adopted codes, regulations, and ordinances; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform plan reviews and inspections on buildings under construction to ensure compliance with the related building codes, regulations, and ordinances. The work is performed under the supervision and direction of an assigned supervisor, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in an outdoor work environment at a variety of construction sites throughout the City with exposure to potential personal hazards.

Examples of Essential Work (Illustrative Only)

- Reviews building plans for building code compliance and confers with contractors regarding related installations, including understanding all phases of the building process and communicating information to related parties;
- Interprets codes and regulations and explains permit and compliance conditions;
- Performs industrial, light commercial, and residential inspections to include building, plumbing, mechanical, and electrical aspects, including enforcing adherence to related codes;
- Confers with and provides information regarding construction methods, restrictions, and requirements to architects, contractors, and builders, including maintaining complete and accurate

- records of all inspections and plan check activities, preparing written reports, and effectively communicating orally;
- Enforces housing codes and abatement of dangerous buildings by providing minimum standards of safety, including issuing notices to correct code violations, regulating occupancy, location, and maintenance of residential buildings, and maintaining complete and accurate records of inspections and regulatory action taken;
- Coordinates assigned building inspection work with other related City departments;
- Approves the issuance of building and occupancy permits;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Substantial knowledge of applicable Federal, State, and local building related codes, laws, regulations, and ordinances enforced by the city, including Uniform Building, Electrical, Plumbing, Mechanical Codes, all ICBO and California Codes;
- Substantial knowledge of engineering mathematics and principles of structural design;
- Substantial knowledge of complex principles and techniques of building inspection and plans examining work;
- Substantial knowledge of major types of building construction, materials, and methods;
- Substantial knowledge of accepted safety standards and methods of building construction for commercial, industrial, and residential buildings;
- Ability to interpret and apply pertinent Federal, State and local laws, codes, and regulations;
- Ability to read and interpret complex building plans, specifications, and building codes;
- Ability to determine if construction systems conform to City Code requirements;
- Ability to apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices;
- Ability to advise on standard construction methods and requirements for residential, commercial, and industrial buildings;
- Ability to make mathematical computations rapidly and accurately;
- Ability to enforce necessary regulations with firmness and tact;
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;

- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED; and
- Some (one to three years) construction and building inspection experience.

Required Special Qualifications

- Valid Class C California State Driver's license.
- ICBO Certification within six months of employment.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a field and general office environment.